

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 25, 2008

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TITLE:	Fiscal Bureau Chief
POSITION NO:	00268
LOCATION:	Human & Community Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$51,705 - \$64,631 annually. Depending on qualification and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 10, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application. Minimal travel may be required with overnight stays possible. Working hours may routinely exceed the normal eight-hour workday, especially during the Executive Planning Process (EPP), legislative session, fiscal year end, and the period of budget implementation when extra hours and/or weekend work may be required.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess a Bachelor's degree (please see Education/Experience section for details of acceptable fields) and a minimum of seven years job-related professional experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position is responsible for bureau, program, and personnel management within the division. Specific duties include establishing fiscal bureau organizational structure, work operations, and initiating adjustments to reflect changes in overall bureau objectives, operations, and relationships with other organization units; proposing and developing needed legislation and representing the bureau before the legislative committees; developing comprehensive budgets and

monitoring appropriations and federal grants; working extensively with cost allocation; coordinating the training and personnel development of four subordinate fiscal officers; reviewing and responsible for responding to federal/state audit review recommendations or findings; drafting, reviewing, and approving all associated budget change documents submitted to higher authority for approval; establishing 56 independent county budgets, the overall divisional budget for its four different bureaus, and managing those budgets and project expenditures; developing bureau program goals and plans; directing the Public Assistance Bureau in interpretation and impact of state/federal regulations and policy as relating to bureau and program activities; directing and participating in interdivisional, interagency, and tribal planning groups for the correct expenditure of federal block grant funds; testifying before legislative committees and acting as a lobbyist for the department; developing and implementing the budget for the division; and providing direct supervision, oversight, direction, consultation, and assignment of duties to three subordinates including hiring, firing, evaluating, disciplining, approving leave, and signing time and attendance sheets.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of general principles, methods, and theories of public assistance programs; federal/state regulations governing block grants; general management techniques; federal/state budgeting process; concept and practices of personnel management and supervision including performance evaluation, labor management relations, state personnel regulations, manpower planning and utilization, and establishment of measurable goals and objectives; spending requirements of numerous federal grants; and accounting and auditing principles, statistics, and budgeting techniques in general and specific to each funding source.

Skills: Skill in the use of computers and various management information systems, especially the Statewide Accounting, Budgeting and Human Resources System (SABHRS), both Financials and Human Resources modules.

Abilities: Ability to provide organizational leadership and manage professional and support personnel; handle complicated issues while under significant pressure and tight deadlines; recognize opportunities for program improvement and develop effective strategies to implement program change; translate ideas/theories into practical policy; establish and maintain effective working relationships with other department staff and other local/state/federal agency personnel; identify problems and apply good judgment in making appropriate solutions; and motivate subordinates through various techniques as required.

EDUCATION/EXPERIENCE REQUIRED: Master's degree in business, accounting, human services, or related field **AND** five years of progressively responsible professional experience, to include five years of relevant supervisory experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.